



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Committee of the Whole Meeting Minutes

September 17, 2020

12:30 PM

1. ATTENDANCE:

Northern Lakes Community Mental Health Authority in-person and remote virtual meeting. Rose Denny called the meeting to order at 12:30 p.m.

Board Members Present: Grayling – Lorelei King and Sherry Powers. Cadillac – Randy Kamps, Ty Wessell, Al Cambridge, Betty Bushey, Dan Lathrop, Dean Vivian, Mary Marois, Rose Denny.

Virtual or by Phone – Nicole Miller, Nina Zamora, Pam Babcock, Angela Griffis, and Sherise Shively.

Board Members Absent: Ben Townsend (advance notice).

Others Present: Cadillac - Joanie Blamer, Acting Chief Executive Officer; Aaron Fader, Executive Administrative Specialist; Lauri Fischer, Chief Financial Officer; Matt Leiter, Human Resources Director; Paul Keller, Director of Recipient Rights; Kaitlyn Reinink, Nursing Supervisor; Curtis Cummins, Medical Director; and Tom Shimmel.

Virtual - Deb Lavender, Executive Secretary; Tracy Andrews, Director of Integrated and Managed Health Services; Carrie Gray, Chief Population Officer for Intellectual and Developmental Disabilities Services; Kari Barker, Director of Quality and Compliance; Darryl Washington, Director of Long Term Care and Support Services; Jessica Williams, Performance Improvement Specialist; Chris Biggar, Financial Manager; Ann Faulkner, Programmer Analyst; and Rob Palmer, Accounting Reimbursement Manager.

2. RECEIVE AND REVIEW AUGUST 20, 2020 MINUTES:

Moved to Board meeting.

3. PUBLIC COMMENT:

None.

4. EMPLOYEE BENEFITS PRESENTATION:

Matt provided an overview of benefits for Northern Lakes employees: FMLA policy; Short Term Disability; Long Term Disability; Medical Insurance; Life Insurance; Retirement Plans; Employee Assistance Program. Matt responded to questions regarding the CEO's leave of absence related to time frames, agency vehicle, agency credit card. Matt has received the completed forms from Karl's physician with an estimated time frame of 2 to 3 months and no later than November 3. Randy reviewed the sequence of the events related to Karl's request. On August 12 a notice was sent out to the Board, staff and other interested parties. Joanie Blamer was identified to stand in on behalf of the CEO with an emphasis on sustaining the Executive Team Management approach established by Karl and the lead would be communicated. He reviewed policies 2.7 and 3.6.10. On June 10 Karl identified two representatives of the Executive Team who would continue executive functions in the absence of the CEO. Randy thanked the Board for sharing their comments and concerns. There was discussion regarding the process and appointment of an interim CEO and call for a vote at 3:45 p.m. during the Board meeting. Concerns about communication, compensation, responsibilities, and the Board being informed. Joanie identified that Executive Team members have been crucial in taking the lead in many areas and is working well together. Staff are working diligently and will not let anything drop. Karl shared recently that he is working on his medical issues and plans to return within the 90 days.

Concern expressed whether the Board will receive documentation that Karl is able to return and come back in full capacity or whether there are restrictions or accommodations. A reminder that we cannot share medical information with anyone and stays with human resources. Randy identified that he has followed the Carver Model and relayed information to the Board. We want to ensure that employees are valued, valued by compensation and the Board will be prepared to discuss at next month's meeting. Thankful to have a face to face meeting to discuss these important issues.

5. UPDATE ON RECIPIENT RIGHTS:

Paul reviewed the statistical information. He noted that MDHHS has pushed face to face trainings to be held virtually to an indefinite time frame. Paul identified that Elise Russell is transferring to another position and Courtney Russell will be leaving the organization. Brie has agreed to continue to work part time for the Office of Recipient Rights and the remaining in Quality to assist with investigations on a temporary basis. We are looking at developing a contract with Kent Rehman to assist with investigations. Elise will remain in her position for 60 days to complete her assigned caseload. Paul has accepted an internal applicant for Brie's position and she will begin training for the position next week. Responded to question as to what determines whether a provider is in compliance with recipient rights training.

6. PRESENTATION FOR SERVICES FOR ADULTS WITH MENTAL ILLNESS AND SUBSTANCE ABUSE DISORDERS – PSYCHIATRIC SERVICES:

Kaitlynn Reinink and Dr. Cummins presented on psychiatric services. Overview of psychiatric services - reviewed staffing; quality care commitment; what we do; psychiatric services only; reviewed statistics for FY 2019; ensuring timely access to care; COVID-19 Update; bar graph from NoLa dating June 1, 2019 thru June 1, 2020 identifying in-person or virtual visits. Responded to questions about waiting lists; adequate resources to do job; no shows; work flow of staff/team; calls from other CMHs; allowance by Governance - did that have an impact on the number of telehealth statistics - will it become the new trend; change due to movement to NoLa. Encourage us to embrace what we have seen and implement into standard operating procedure.

7. PCP AND SELF-DETERMINATION TRAINING:

Kari Barker provided a presentation on Person Centered Planning and Self-determination. Reviewed the mission statement; pre-planning; pre-planning in practice; pre-planning questions is required; Individual Plan of Service (IPOS); the meeting in practice; IPOS includes; from ideas to actions - goals and objectives; interventions; requirement for IPOS reviews; empowerment through self-determination; with self-determination, you decide; and individual's responsibilities. Rob Palmer reviewed the increased self-determination arrangements from 2008 to 2020; reviewed the budget for self-determination; and participants by population and by county.

8. COMPLIANCE AND QUALITY REPORT:

Kari Barker presented the third quarter report for Quality and Compliance. She reviewed the Quality Events; Outcomes; Performance Indicators; other agency quality projects - CARF, PIHP PIPs, CARF Conformance to Quality Report. Compliance - third quarter - Compliance Inquiries; Outcomes; Medicaid Encounter Verification; Clinical Record; and Compliance Projects. It was requested when preparing for CARF that we provide Board Members with the previous CARF review so they can be prepared to respond to questions.

9. AGENDA PLANNING OPTIONS FOR OCTOBER 15, 2020

Reviewed the agenda topics for October 15, 2020: Update on Recipient Rights; Presentation on Human Resources; Presentation on Children with Serious Emotional Disturbance; Board Leadership Journal; Distribute Individual Board Member Self-Assessment and Board Self-Assessment; Interim CEO Compensation/Benefits.

10. MEETING EVALUATION/COMMENTS:

None.

11. OTHER/ADJOURN:

Meeting adjourned at 2:45 p.m.

Respectfully Submitted,

Deb Lavender
Executive Secretary

dsl (9/21/2020)

Draft